

USER CREATION FORM

SECTION 1 - PERSONAL INFORMATION												
Title	Surname			Name/s			Call Ref No			For IT Office.		
Identification		Full ID/Passport No. Below				PERSAL No:				Received By:		
E-Mail address		Town			Building		Office e.g. Mdantsane 1,			Date : DD/MM/YYYY		
District/Metro		Section e.g. HR, IT, etc			Forwarded To HO: DD/MM/YYYY		Signature :.....					
Rank		Telephone No.			Cell Phone No.							

User's email addresses will be created using names and surname as they appear in identity documents or using one's commonly known by name and a surname as it appears in the identity documents.

For Temporal, Intern or Contract Employees Last 8 Digits Of ID Number Will Be Used As A Username If No Employment Number Is Provided.

SECTION 2 - NEW APPLICATION or RETURNING USER											
HR Or Supervisor Below Confirming The Existence Of An Employee											
Initial/s And Surname						Departmental Stamp					
Signature						NB:Company Stamp If External Company					
Date											
If Temporal / Intern or Contract Employee Specify Period											
From				To:							

SECTION 3 - SECURITY UNdertAKING											
I, the undersigned Full Name/s						do hereby warrant that I am duly authorized to access the services and resources, as described herein, by Department of Social Development.					
I therefore undertake that the provision of the applicable policies for the services to be accessed, amended from time to time, shall be fully complied with in respect of the services applied for in this document.											
Specifically, without dilution or modification of the intent or definition of anything stated within the Network Security Policy:											
1. Services provided by ECDS D shall only be used by duly authorized persons for official purposes.											
2. No data networking equipment or connection to any other data network shall be done to any equipment that is connected to the ECDS D network – this includes dialup modems.											
3. User ID's and passwords issued to an individual shall be kept secret and known only to that individual concerned.											
4. I acknowledge that log files and traces of any traffic passed via this service may be made, utilized and stored in terms of the provisions of the RICA (Act. 70 of 2002) and, by my signature hereto, do give assent to all such actions.											
5. Discovered or learned violations of any aspect of the use of this service may result in partial or complete suspension of services provided with or without prior notification.											
6. INDEMNITY: The applicant will be held responsible of fraudulent use of his/her login credentials.											
Signed at						on thisday of 20.....					
Signature:.....											

The content disclosed on this form reveals your personal information. Your information will be used for only what it is intended to. It will not be shared with any other parties or used for anything other purpose/s than what it is intended to. Your consent will be requested should there be a need to use it for something else.